

Procedures



Updated June 2003

ABCO Online Inquiry (ABCOINQ)

> TITLE VI Systems Access Manual

CHAPTER 12 Administrative Billings and Collections

SECTION 1
ABCO Online Inquiry (ABCOINQ)

Latest Update Information

Listed below is a summary of the change to the ABCOINQ procedure.

Description of Change	Page
The Glossary has been modified to include additional status codes.	52-53

Changes are identified by "

...

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Title VI, Chapter 12, Section 1 ABCO Online Inquiry (ABCOINQ)

About This Procedure

This procedure provides instructions for accessing and operating the Administrative Billings and Collections Online Inquiry System (ABCOINQ). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

This section contains the following topics:

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

<u>System Overview</u> and <u>Access</u> describes what the system is used for and provides related background information; as well as, access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

ABCO Main Menu gives instructions for selecting options from the system's primary selection screen.

Instructions for each **submenu** and **option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

The **Appendixes** section contains reference information, such as tables related to system codes and document and fee types.

The **Glossary** defines terms you need to know.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

All bulletins issued for this procedure after January 1, 1998, will be available on the Internet at the NFC home page (www.nfc.usda.gov).

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention		Example	
Messages displayed by the system are printed in <i>italics</i> .			The message Employee Indebtedness Record Not Found is displayed.
Field specificat		Debtor No.	Required, alphanumeric, 20 positions max.
printed in italic	S.		Key in the debtor number for the receivable.
For date fields, "(mmddyy)" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days.			Key in January 15, 1998, as 011598 .
Emphasized text within a paragraph is printed in bold .			If an X precedes the batch number, the receivable was system generated.
Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here.			The Employee Indebtedness Screen (Figure 16) is displayed.
References to sections within the procedure are printed in bold as shown here.			See Viewing The Bill Record.
Keyboard references are printed in brackets.			Press [Enter].
Optional actions at the end of a processing function are preceded by bullets.			• To return to the ABCO main menu, press [Exit].
Important extra information is identified as a note.			Note: Text will not be used for system-generated bills that have a batch number beginning with X .
NO TAGRequired NO TAGConditional NO TAGOptional	required entries from optional NO TAGConditional You may be required to ente		atory fields on FAAD windows are highlighted to distinguish inted fields must be completed to avoid rejection.) eria indicated in the field instructions.
NO TAGO			eld is left blank, the system generates a default entry.
NO TAGNo entry	You do not enter data in the	field. The field instru	ction states the reason for no entry.

Who To Contact For Help

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**.

For questions about processing, contact the Billings and Collections Section at 504-255-5445 .

For questions about this procedure, contact the Directives and Analysis Branch at 504-255-5322 .

System Overview And Access

The Administrative Billings and Collections Online Inquiry System (ABCOINQ) is an online database management system of the U.S. Department of Agriculture (USDA). ABCOINQ was designed and implemented to provide the ability to directly query billing and collection data in ABCO. You may access receivable and collection data for a wide variety of administrative billings issued manually at NFC, as well as, collection data transmitted electronically by some agencies. The system also allows you query accounting data related to revenues, refunds, or reimbursements for the Budget Cost, Agency Reporting, and General Ledger Systems.

ABCOINQ provides users with direct electronic access to the ABCO database for agency debtor accounts. In addition, ABCOINQ provides users with the ability to view (1) refunds due for overpayments, erroneous payments, or duplicate payments; (2) refunds due from carriers for unused transportation services or from vendors for merchandise returned or not received; (3) a list of receivables (employee indebtedness) by social security number; (4) collection and adjustment records; (5) a bill record (including the prior bill amount, the amount past due, the current charges, and the bill amount); and (6) details of the receivable record (including the original receivable amount, interest paid, and last payment amount).

Access Security

Access security is designed to prevent unauthorized use of systems and databases. For information about security access, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1. Otherwise, contact your agency's security officer.

To access ABCOINQ, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on your terminal.

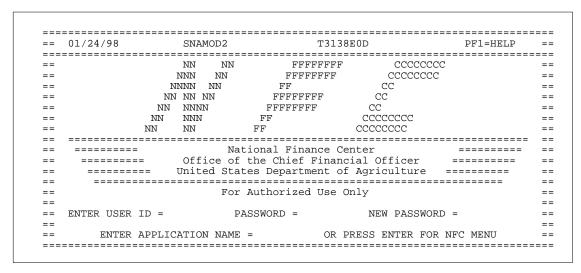


Figure 1. NFC Banner Screen

Respond to the prompts as follows:

Enter User ID required, alphanumeric field; max. of 8 positions

Key in your assigned user ID (e.g., NF999). Press [Tab].

Password required, alphanumeric field; 6 to 8 positions

Key in your password. Your password is not displayed on the screen. Press

[Tab].

New Password alphanumeric field; 6 to 8 positions

If your current password expires, key in a new password. Press [Tab]. You may

change your password any time but not more than once a day.

Enter Application Name required, alphanumeric field; max. of 9 positions

Key in **ABCOINQ** and press [Enter]. The ABCO main menu is displayed,

except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (Figure 2) is displayed. Press [Enter] again to display the main menu.

```
______
== 01/24/98 SNAMOD2 NFC MENU T3138E0D 10:49:06 CT
______
                                             ==
  SELECT ONE:
                                             ==
==
                                             ==
    1. PAYROLL/PERSONNEL SYSTEMS
                                             ==
    2. FINANCIAL INFORMATION SYSTEMS
==
                                             ==
    3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
==
                                             ==
    4. ADMINISTRATIVE INFORMATION SYSTEMS
==
                                             ==
    5. DEVELOPMENT SYSTEMS <NFC ONLY>
==
                                             ==
    6. DATA BASE TEST SYSTEMS <NFC ONLY>
==
                                             ==
    7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>
==
                                             ==
    8. DIRECTIVES BULLETIN BOARD
==
                                             ==
== ENTER APPLICATION NAME OR SELECTION NUMBER ==>ABCOINQ
                                    PF11 = FXTT
                                             ==
______
                MESSAGE BOARD
                                             ==
______
______
```

Figure 2. NFC Menu Screen

Instructions for using the ABCOINQ main menu begin on page 7.

Sign-Off

To exit ABCOINQ, press [Clear] at any screen. The *Enter Next Task Code* prompt is displayed. Key in **bye** (See <u>Figure 3</u>.) and press [Enter].

```
Enter Next Task Code
bye
```

Figure 3. Enter Next Task Code Prompt

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

Operating Features

This section describes the system's design and operating features.

System Design

ABCOINQ is designed to query records in a database; therefore, most screens do not require entry of data. The key data will be identified by the symbol (). After key data is entered, the system will retrieve all data for the existing record.

The overall system is designed with a main menu followed by screens related to the selected main menu options, i.e., Debtor Information (by debtor ID), Receivable Info (by debtor ID and bill number), Collections and Collection Adjustments (by check ID), Employee Indebtedness (by social security number). **Diagram 1** displays a general flow of the system screens which includes each main menu option and its related suboptions. For example, from the Debtor Record, you may access the Receivable Record for the particular debtor.

ABCO Main Menu Options	Sub-Options
Debtor Information (By Debtor ID)	Clear, Exit Inquiry PF1 Menu Screen PF2 Receivable Record PF10 Claim Record
Receivable Info (By Debtor ID and Bill Number)	Clear, Exit Inquiry PF1 Menu Screen
	PF2 Next Page Clear, Exit Inquiry PF1 Menu Screen PF7 First Page PF3 Accounting Clear, Exit Inquiry PF1 Menu Screen PF7 Scroll Back PF8 Scroll Forward PF9 Receivable
	PF4 Acctng With Collection Clear, Exit Inquiry PF1 Menu Screen PF7 Back Scroll PF8 Forward Scroll PF9 Receivable

Receivable Info (By Debtor ID and Bill Number) (cont'd)

PF5 Bill Record

Clear, Exit Inquiry

PF1 Menu Screen

PF2 Receivable Record

PF3 Collection Record

PF4 Adjustment Record

PF7 Prior Bill Record

PF8 Next Bill Record

PF6 Description Text

Clear, Exit Inquiry

PF1 Menu Screen

PF9 Receivable

PF7 Prior Receivable

Clear, Exit Inquiry

PF1 Menu Screen

PF2 Next Page

PF3 Accounting

PF4 Acctng With Collection

PF5 Bill Record

PF6 Description Text

PF7 Prior Receivable

PF8 Next Receivable

PF9 Debtor Record

PF11 Detail Record

PF12 Employ Indebt

PF8 Next Receivable

Clear, Exit Inquiry

PF1 Menu Screen

PF2 Next Page

PF3 Accounting

PF4 Acctng With Collection

PF5 Bill Record

PF6 Description Text

PF7 Prior Receivable

PF8 Next Receivable

PF9 Debtor Record

PF11 Detail Records

PF12 Indebt Screen

PF9 Debtor Record

Clear, Exit Inquiry

PF1 Menu Screen

PF2 Receivable Record

PF10 Claims Info

PF11 Detail Records

Clear, Exit Inquiry

PF1 Menu Screen

PF7 Back

PF8 Forward

PF9 Receivable

PF12 Employ Indebt Clear, Exit Inquiry
PF1 Menu Screen
PF7 Backward
PF8 Forward
Enter
Enter, Collection and Adjustment
Clear, Exit Inquiry
PF1 Menu Screen
(Collection Record)
Clear, Exit Inquiry
PF1 Menu Screen
PF5 Bill Record
PF7 Prior Collection
PF8 Next Collection
(Adjustment Record)
Clear, Exit Inquiry
PF1Menu Screen
PF3 Collection Record
PF5 Bill Record
PF7 Prior Adjustment
PF8 Next Adjustment
PF12 Check-ID
Clear, Exit Inquiry
PF1 Menu Screen
PF7 Backward
PF8 Forward
Enter

Diagram 1

Following are definitions of system features and functions that operate in the same manner throughout the system.

Screen Format. A typical formatted screen displays explanatory text which is identified by screen titles. At the bottom of the query screen is the message line.

Date Formats. Most dates in ABCOINQ are displayed in the mm/dd/yy format (e.g., 01/15/98) or the yy/mm/dd (e.g., 98/01/15) depending on the record displayed.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the data base is updated.

Function Keys

Your keyboard includes:

- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Clear], etc.)

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in ABCOINQ are displayed at the bottom of each screen. Descriptions are provided below:

Function Keys

Description
Used to return to the ABCO main menu screen.
Used to access the receivable record or the next page of the receivable record.
Used to access the accounting record or collection record.
Used to access the accounting with collection record or the adjustment record.
Used to access the bill record.
Used to access the description text of the receivable record.
Used to access the prior receivable, prior collection, prior adjustment, or the prior bill records. Also used to move backward, scroll back, or advance to the first page of the corresponding record.
Used to access the next receivable, next collection, or next adjustment records. Also used to move forward to the next corresponding record.
Used to access the debtor record and receivable record.
Used to access claims record. For internal purposes only.
Used to access the detail record.

Function Keys

Key	Description
PF12	Used to access the employee indebtedness screen and check ID screen.
Clear	Used to exit the system.
Enter	Used to enter data into the system after you have keyed it in at a screen.
Tab	Used to move the cursor from field to field.
	Used to move the cursor up from line to line.
•	Used to move the cursor down from line to line.
-	Used to move the cursor to the right from position to position within a field.
•	Used to move the cursor to the left from position to position within a field.

ABCO Main Menu

After you access ABCOINQ, the ABCO main menu (<u>Figure 4</u>) is displayed showing six options.

```
U.S.D.A. - O.F.M. -NATIONAL FINANCE CENTER
      #####
               #####
                                   #####
                                                 ADMINISTRATIVE BILLINGS AND
                                       #
      #####
               ####
                                                   COLLECTIONS - INQUIRY SYSTEM
                          #####
                                   #####
                                                  FOR AUTHORIZED USE ONLY
              CHOOSE AN OPTION FOR ACCESSING THE ABCO DATABASE:
                DEBTOR INFORMATION (BY DEBTOR ID)
                RECEIVABLE INFO (BY DEBTOR ID AND BILL NUMBER)
                COLLECTIONS AND COLLECTION ADJUSTMENTS (BY CHECK ID)
           3.
                EMPLOYEE INDEBTEDNESS (BY SOCIAL SECURITY NUMBER)
                CLAIMS INFORMATION (BY CLAIM NUMBER) {NFC USE ONLY}
OFFSET INFORMATION (BY SOCIAL SECURITY NUMBER) {NFC
                                                                       {NFC USE ONLY}
ENTER: SEND
                                                                             CLEAR: EXIT
```

Figure 4. ABCO Main Menu

Below is a brief description of each option.

- 1. <u>Debtor Information (By Debtor ID)</u>. Used to enter a particular debtor identification number and display system-generated information, i.e., name, address, department, and debtor type, specific to the debtor number entered.
- 2. Receivable Info (By Debtor ID and Bill Number). If obtained from the ABCO main menu, it is used to enter a debtor number and bill number for a receivable. System-generated information specific to the bill number entered will display. You may also obtain additional screens which contain information related to this specific debtor identification number and bill number.
- **3.** Collections and Collection Adjustments (By Check ID). Used to enter a check identification number for a specific collection account. The subsequent collection screen may display either information pertaining to a collection or adjustment for this specific bill number.

Note: If a check identification number is not available, you may access the collection or adjustment record from the bill record located at the receivable record.

- **4.** Employee Indebtedness (By Social Security Number). Used to enter a social security number for a specific debtor and to display all related debtor and bill numbers.
- **5.** Claims Information (By Claim Number) [NFC Use Only]. Used to display all information for the claim number entered.

6. Offset Information (By Social Security Number) [NFC Use Only]. Used to display information that has been sent to the Internal Revenue Service (IRS) to offset a debtor's refund to resolve an outstanding Federal debt.

To select an option from the ABCO main menu, key in an option number and press [Enter]. The screen for the selected option is displayed.

Instructions follow for using the system options.

To exit ABCO, press [Clear].

Debtor Information (By Debtor ID)

Debtor Information is Option 1 on the ABCO main menu (<u>Figure 4</u>). This option displays the Debtor Record for an ABCO billing. It may also be obtained by selecting [**PF9**] on the Receivable Record.

The Debtor Record screen (Figure 5) is displayed.

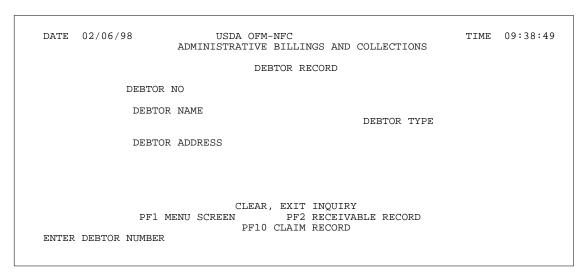


Figure 5. Debtor Record Screen

Instructions follow for using the functions in this option.

Viewing A Debtor Record

At the Debtor Record screen, complete the Debtor No. field as follows:

Debtor No

required, alphanumeric field; max. of 20 positions

Key in the debtor number for the receivable. The debtor number consists of the department code, debtor ID, and system code. After keying in the department code and debtor ID, press **[Tab]** and key in the system code. Press **[Enter]**.

\BCO Main Menu

Data in the following fields will be system-generated. For detail explanations, see

the Glossary.

Debtor Name System generated

The name of the debtor for this receivable.

Debtor Address System generated

The debtor's address.

Debtor Type System generated

Indicates an employee or commercial debt.

After viewing the data, you may perform one of the following functions:

- To view another debtor record, repeat the above process.
- To exit ABCO, press [Clear].
- To return to the ABCO main menu, press [PF1].
- To access the receivable record, press [PF2].
- **[PF10]** is available to claims personnel only.

Receivable Info (By Debtor ID and Bill Number)

Receivable Information is Option 2 on the ABCO main menu (Figure 4). This option displays the Receivable Record for an ABCO billing. Entry of both the debtor number and bill number is required. Data pertaining to the receivable record including the debtor's last payment activity and the original receivable amount is displayed. The Receivable record may also be obtained by selecting [PF2] on the Debtor Record.

Viewing A Receivable Record

The Receivable Record screen (Figure 6) is displayed.

```
TIME 09:40:29
DATE 02/06/98
                                USDA-OFM-NFC
            ADMINISTRATIVE BILLINGS AND COLLECTIONS
                          RECEIVABLE RECORD
DEBTOR NUMBER 20 254946453ER
                                   92
                                            BILL NUMBER 724107027
BALANCES: RECVBL
                             100.06
                                        ORIGINAL RECVBL AMT
                                                            100.06
         PRINCIPAL
                             100.06
                             .00
                                          BATCH NUMBER X97327
          INTEREST
                                        UPDATE REF SYSTEM 97362 004816
TAPE BILL IND N
          PENALTY
         ADMIN COST
                              .00
PAID: INTEREST
                             .00
                                       PROCESSED: DATE
97/12/15
                               .00
                                         TIME 22:39:31
       PENALTIES
       ADMIN COSTS
                                        REGISTER: NUMBER 843641
                              .00
                              .00
                                        TYPE 0040
LAST PAY: AMOUNT
                               STATUS:
           TYPE
                                           CODE
             DATE 00/00/00
                                  DATE 00 00 00
CLEAR EXIT
PF1 MENU
               PF4 ACCT W/COLLECT
                                      PF7 PRIOR RECVBL
                                                          PF10 CLAIMS INFO
                                  PF8 NEXT RECVBL
               PF5 BILLS
PF2 NEXT PG
                                                       PF11 DETAIL RECS
                                PF9 DEBTOR INFO
PF3 ACCTNG PF6 DESC TEXT
                                                     PF12 EMPLOY INDEBT
```

Figure 6. Receivable Record Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Debtor NoSystem generated

The debtor number responsible for the receivable.

Bill Number System generated

The bill number for the receivable. If the 4th position of the bill number is 1, it is a Federal Employees Health Benefits (FEHB) bill. If the 4th position of the

bill number is 2, it is a payroll adjustment (ADJP) bill.

Balances

Recvbl System generated

The current balance due on this receivable.

Principal System generated

The principal amount due on this receivable.

Interest System generated

The interest due on this receivable.

Penalty System generated

The penalty amount due on this receivable.

DCO INIGIII INIGIIC

Admin Cost System generated

The administrative cost due on this receivable.

Original Recvbl Amt System generated

The original receivable amount.

Batch Number System generated

The number of the batch containing this receivable. If an X precedes the batch

number, the receivable was system-generated.

Update Ref System generated

The date of the last update to the receivable.

Tape Bill Ind System generated

The tape bill indicator which is specific to an OPAC collection.

Paid:

Interest System generated

The interest paid on this receivable.

Penalties System generated

The penalty amount paid on this receivable.

Admin Costs System generated

The administrative costs paid on this receivable.

Last Pay:

Amount System generated

The last amount paid on this receivable.

Type System generated

The receipt account type. See Appendix B.

Date System generated

The date of the last payment on this receivable.

Processed:	
Date	System generated
	The date the last payment was processed in the system.
Time	System generated
	The time the payment was processed in the system.
Register:	
Number	System generated
	The register number which is used for accounting purposes to locate payment data on this receivable.
Туре	System generated
	The register type which is used for accounting purposes and associated with the journal voucher to locate payment data on this receivable.
Status:	
Code	System generated
	The status code on this receivable.
Date	System generated

After viewing the data, you may perform one of the following functions:

• To view another receivable record, key in the applicable debtor number.

The date of the last status recorded for this receivable.

- To exit ABCO, press [Clear].
- To return to the ABCO main menu, press [PF1].
- To access the next page for receivable record, press [PF2]. See <u>Viewing The Next Page</u>
 <u>Of A Receivable Record</u>.
- To access accounting data, press [PF3]. See Viewing Receivable Accounting.
- To access data related to a collection on this receivable, press [PF4]. See <u>Viewing Accounting With Collection</u>.

- To access the bill record, press [PF5]. See <u>Viewing The Bill Record</u>.
- To access description text, press [PF6]. See <u>Viewing Description Text</u>.
- To move to the prior receivable, press [PF7].
- To move to the next receivable, press [PF8].
- To access the debtor record, press [PF9]. See <u>Viewing The Debtor Record</u>.
- **[PF10]** is available to claims personnel only.
- To access the detail record, press [PF11]. See Viewing Receivable Details.
- To access the employee indebtedness listing for the debtor number, press [PF12]. If
 this is not an employee indebtedness account, the message Employee Indebtedness
 Record Not Found will be displayed. See Employee Indebtedness (By Social Security
 Number).

Viewing The Next Page Of A Receivable Record

The next page of a receivable record screen (Figure 7) is displayed.

```
DATE 02/06/98
                               USDA-OFM-NFC
                                                                        TIME 09:41:04
                      ADMINISTRATIVE BILLINGS AND COLLECTIONS
                                 RECEIVABLE RECORD
DEBTOR NUMBER 20 254946453ER 92
                                             BILL NUMBER 724107027
RRR CODE B
                            RA TYPE 28
                                                       GARNISH EST AMT
                                                                                   .00
                    CLAIMS IND N
REC/CLAIMS DATE 97/12/15
RRR MOD
                                                       GARNISH PP AMT
                                                                                    .00
ARB PROC
                                                      YYPP TO GARNISH 00 00
PAYMENT REF
                  9313028002042695932425
BILL AGING DT 98/01/01 INTEREST RT 5.000
                                                   LWOP EFF DATE 97/11/23
PAST DUE COUNT 2
                                                  CUSTOMER ALC
                     DO CODE
                             SF1080 N
                                                             PEN N
  COV N
                MOP 1
                                               INT N
                                                                           ARR
               MINC N
                                                                           FFIS C
  ADMN N
                              W2 N
                                               BILL 3
                                                             EST N
BILL FREQUENCY
                       LWOP-ACT-DUTY 2
RECVBL SRC IND 2 SYS-ACRONYM PAYE
PAYROLL REASON 1 NLINE-BATCH PF
GAR MAJ/MIN 3 INVOLUN-PROC PF
                                                       CLEAR, EXIT INQUIRY
                                           PF1
                                                       MENU SCREEN
                                            PF7
                                                       FIRSTPAGE
```

Figure 7. Next Page Of A Receivable Record Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Debtor No

System generated

The debtor number responsible for the receivable.

Bill Number System generated

The bill number for the receivable. If the 4th position of the bill number is 1, it is a Federal Employees Health Benefits (FEHB) bill. If the 4th position of the

bill number is 2, it is an payroll adjustment (ADJP) bill.

RRR Code System generated

The revenue, refund, reimbursement used for general ledger purposes. See

Appendix C.

RRR Mod System generated

The revenue, refund, reimbursement code which further defines the RRR code.

ARB Proc System generated

The arbitrary processing code.

RA Type System generated

The receipt account type which defines the collection. See **Appendix B**.

Claims Ind System generated

Indicates if an account is in the claims status.

Rec/Claims Date System generated

The receivable or claims date.

Garnish Est Amt System generated

An estimate of the garnishment amount.

Garnish PP Amt System generated

The garnishment amount applied each pay period which is used to satisfy the

collection.

YYPP To Garnish System generated

The year and pay period to begin salary garnishment.

Payment Ref System generated

The payment reference number which defines the reason for generating the bill.

Bill Aging Dt System generated

The initial date of the receivable which is used in calculating delinquencies.

BCO Main Menu

Interest Rt System generated

The interest rate applied to the receivable.

LWOP Eff Date System generated

The date the employee's leave without pay (LWOP) became effective.

Past Due Count System generated

The number of times an account was past due.

DO Code System generated

The disbursing office code specific to an OPAC collection.

Customer ALC System generated

The agency location code specific to an OPAC collection.

Gov System generated

Indicates a government or non-government billing.

MOP System generated

Indicates the method of payment.

SF1080 System generated

Indicates an SF-1080 billing.

Int System generated

Indicates if interest is applied to the receivable.

Pen System generated

Indicates if a penalty is applied to the receivable.

ARB System generated

The arbitrary processing indicator.

Admn System generated

Indicates if an administrative charge is applied to the receivable.

Minc System generated

Indicates if 1099-miscellaneous income reporting is applicable.

W2 System generated

Indicates if the W2 interface is applicable.

Bill System generated

Indicates the number of bills to be generated for collection.

Est System generated

Indicates an estimation of the billed amount.

FFIS System generated

Indicates the agency's accounting is in the Central Accounting System (CAS) or Foundation Financial Information System (FFIS). C=CAS, F=FFIS (new receivable), N=agency not converted with -0- balance, X=agency converted

with outstanding balance.

Bill Frequency System generated

Indicates the billing frequency.

Recvbl SRC Ind System generated

Indicates what program stored the receivable in the database.

Payroll Reason System generated

Indicates the billing is payroll related.

Gar Maj/Min System generated

Indicates a major or minor garnishment of an employee's salary.

LWOP-Act-Duty System generated

Indicates if the employee is on LWOP or have returned to active duty.

Sys-Acronym System generated

The system acronym.

Online-Batch System generated

Indicates an online or batch program change to the receivable.

Involun-Proc System generated

Indicates a voluntary salary deduction or salary offset for collection.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press [Clear].
- To return to the ABCO main menu, press [PF1].
- To move to the first page of the receivable, press [PF7].

Viewing Receivable Accounting

The Receivable Accounting screen (<u>Figure 8</u>) is displayed. It displays a maximum of two lines of accounting data related to the receivable. It also displays various bill amounts and collection amounts applied to the receivable.

DATE	02/06/98 USDA-OFM-NFC ADMINISTRATIVE BILLINGS AND COLLECTIONS	TIME 09:41:26
	RECEIVABLE ACCOUNTING	PAGE 0001
BILL	NUMBER 724107027	
TYPE	4 FY 98 AGCY 93 ACCT STA 1006 OBJ CLS 1205 TREA CAT	GA
ACCT	CLS 803370102U999999 TREA SYM 2080913	
BILL	AMT 100.06 COLL AMT 0.00 ACCT DIST 0.00	
TYPE	FY 00 AGCY ACCT STA OBJ CLS T	TREA CAT
ACCT	CLS TREA SYM	
BILL	AMT 0.00 COLL AMT 0.00 ACCT DIST	0.00
F	CLEAR, EXIT INQUIRY PF7 SCROLL BACK PF9 RECEIVABLE F1 MENU SCREEN PF8 SCROLL FORWARD	3

Figure 8. Receivable Accounting Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

_	
Page	System generated

The current page in the receivable accounting record.

Bill Number System generated

The bill number for the receivable. If the 4th position of the bill number is 1, it is a Federal Employees Health Benefits (FEHB) bill. If the 4th position of the bill number is 2, it is an payroll adjustment (ADJP) bill.

Type System generated

The code used for the accounting type.

FY System generated

The fiscal year of the receivable.

Agcy System generated

The debtor's agency.

Acct Sta System generated

The debtor's accounting station.

Obj Cls System generated

The object classification code used for proper account crediting.

Trea Cat System generated

The treasury category used for accounting purposes.

Acct Cls System generated

The accounting classification code used for proper account crediting.

Trea Sym System generated

The treasury symbol used for accounting purposes.

Bill Amt System generated

The receivable billed amount.

Coll Amt System generated

The receivable collected amount.

Acct Dist System generated

The accounting distribution.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press [Clear].
- To return to the ABCO main menu, press [PF1].
- To move to the previous page, press [PF7].
- To move to the next page, press [PF8].
- To access the receivable, press [PF9].

Viewing Accounting With Collection

The Accounting With Collection screen (Figure 9) is displayed.

02/06/98 09:41:43 DATE USDA-OFM-NFC TIME ADMINISTRATIVE BILLINGS AND COLLECTIONS ACCOUNTING WITH COLLECTION PAGE 0001 OBJ BILLED CONTROL COLLECTED ACCT TYP AGY STAT ACCTNG CLASS AMOUNT NUMBER CLAS AMOUNT 4 93 1006 803370102U99999 1205 100.06 .00 CLEAR, EXIT INQUIRY PF7 BACK SCROLL PF9 RECEIVABLE PF1 MENU SCREEN PF8 FORWARD SCROLL

Figure 9. Accounting With Collection Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Page System generated

The current page in the accounting with collection record.

Typ System generated

The code used for the accounting type.

Agy System generated

The debtor's agency code.

Acct Stat System generated

The accounting station used for the collection.

Acctng Class System generated

The accounting classification code used for the collection.

Obj Clas System generated

The object classification code used for the collection.

Billed Amount System generated

The billed amount collected.

Control Number System generated

The collection control number used to identify the collection.

Collected Amount System generated

The collected amount.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press [Clear].
- To return to the ABCO main menu, press [PF1].
- To move the previous page, press [PF7].
- To move the next page, press [PF8].
- To access the receivable, press [PF9].

Viewing The Bill Record

The Bill Record screen (Figure 10) is displayed. It may be accessed from the debtor record, which has the receivable record as a sub-record, or directly from the receivable record.

DATE 02/06/	98 ADMINISTR		FM-NFC LINGS AND COLLECTIONS	TIME 09:42:03				
BILL RECORD								
DEBTOR NO BILL DATE		92	BILL NUMBER 724107027					
BIDD DATE	02 01 90	В	ILLING ALC 1240000	1				
_			AMT DR ADJ PRINCIPAL AMT DR ADJ NOT PRIN	0.00				
			CURRENT CHARGES BILLED AMOUNT	0.00 100.06				
CLE		CREEN	PF3 COLLECTION RECORD PF4 ADJUSTMENT RECORD PF7 PRIOR BILL RECORD PF8 NEXT BILL RECORD					

Figure 10. Bill Record Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Debtor NoSystem generated

The debtor number responsible for the receivable.

BCO Main Menu

Bill Number System generated

The nine-position salary bill number.

Bill Date System generated

The date of the bill.

Billing ALC System generated

The agency location code billed through OPAC.

Prior Balance System generated

The prior balance of the specified bill.

Collected Amt System generated

The amount collected for the specified bill.

Amt Credit Adj System generated

If applicable, the amount applied to a credit adjustment on the specified bill.

Amt Past Due System generated

The amount past due on the specified bill.

Amt Dr Adj Principal System generated

If applicable, the amount adjusted on the bill related to the principal amount.

Amt Dr Adj Not Prin System generated

If applicable, the amount adjusted on the bill not related to the principal

amount.

Current Charges System generated

The current charges due on the specified bill.

Billed Amount System generated

The amount of this bill.

After viewing the data, you may perform one of the following functions:

• To exit ABCO, press [Clear].

• To return to the ABCO main menu, press [PF1].

- To access the collection record, press [PF3].
- To access the adjustment record, press [PF4].
- To access the first page receivable, press [PF7].
- To access the receivable, press [PF9].

Viewing Description Text

The Description Text screen (Figure 11) is displayed. It displays the reason for the billing.

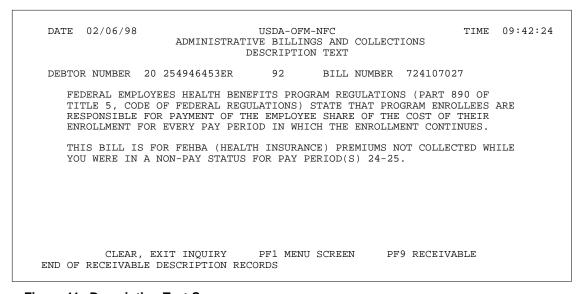


Figure 11. Description Text Screen

Note: Text will not be used for system-generated bills that have a batch number beginning with *X*.

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Debtor Number	System generated The debtor number responsible for the receivable.				
Bill Number	System generated The bill number for the receivable.				

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press [Clear].
- To return to the ABCO main menu, press [PF1].

To access the receivable record, press [PF9].

Viewing Receivable Details

The Receivable Details screen (Figure 12) is displayed. It shows data related to FEHB-LWOP bills only, e.g., data specific to each pay period billing transactions which are listed under Processed and the extended amounts for each pay period.

DATE 02/06/9			M-NFC NGS AND COLLEC		TIME	09:42:43
		RECEIVABLE DETAILS				
DEBTOR NUMBER	R 20 254946453ER	92	BILL NUMBER	72410702	27	
	P/EXT AMT SRC :					
1205 1205	50.03 50.03	122897 121597		134.94 134.94		1051 1051
******	******	******	******	******	*****	*****
CLEAR EXIT II	NQUIRY PF1 MENU	SCREEN PI	F7 BACK PF8	FORWARD	PF9 1	RECEIVABLE

Figure 12. Receivable Details Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Page System generated

The current page in the receivable details record.

Debtor Number System generated

The debtor number responsible for the receivable.

Bill Number System generated

The bill number.

Obj Cls System generated

The object classification code used for accounting purposes.

Emp/Ext Amt System generated

The actual and anticipated amount for each collection.

SRC Processed System generated

Indicates the date the FEHB-LWOP file was updated.

Chg Ref System generated

The year and pay period which is used as a charge reference for FEHB-LWOP

bills.

Cont/Org Amt System generated

The original amount for this line of accounting.

Reg No System generated

The six-digit number journal voucher (JV) register number.

HB/JV System generated

The journal voucher code used for the accounting purposes.

After viewing the data, you may perform one of the following functions:

• To exit ABCO, press [Clear].

- To return to the ABCO main menu, press [PF1].
- To access the prior page, press [PF7].
- To access the next page, press [PF8].
- To access the receivable, press [PF9].

Collections and Collection Adjustments (By Check ID)

Collections and Collection Adjustments is Option 3 on the ABCO main menu (Figure 4). This option displays the collection and adjustment records for an ABCO bill. It is an entry screen for the check identification number, if known. Otherwise, you will have to access the collection record [PF3] or adjustment record [PF4] from the bill record, which is obtained through the receivable record screen.

The Collections and Adjustments screen (Figure 13) is displayed.

DATE 02/06/98

ADMINISTRATIVE BILLINGS AND COLLECTIONS

COLLECTIONS AND ADJUSTMENTS

CHECK-ID NO

ENTER, COLLECTION OR ADJUSTMENT
CLEAR, EXIT INQUIRY
PF1 MENU SCREEN

ENTER CHECK ID NUMBER

Figure 13. Collections And Adjustments Screen

Instructions follow for using the functions in this option.

Entering A Check identification Number

At the Collections and Adjustments screen, complete the check identification field as follows:

Check-ID No

required, alphanumeric field; max. of 10 positions

Key in the check identification number and press **[Enter]**. If the check identification number is specific to a collection, the Collection Record will be displayed. If the check identification number is specific to an adjustment, the Adjustment Record will be displayed.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press [Clear].
- To return to the ABCO main menu, press [PF1].

Viewing A Collection Record

The Collection Record screen (Figure 14) will be displayed. It shows collection data applicable to the corresponding bill number.

DATE 02/06/98 TIME 09:47:23 USDA-OFM-NFC ADMINISTRATIVE BILLINGS AND COLLECTIONS COLLECTION RECORD BILL NUMBER.... 730330302 BILL DATE..... 02 01 98 COLL NUMBER..... 368048 REGISTER NUMBER.. 845937 COLL TYPE..... 1 COLL DATE..... 98/01/27 REGISTER TYPE.... 0050 COLL AMOUNT.. 50.00 BATCH TYPE..... C BATCH NUMBER... B8039
DATE PROCESSED. 98/01/29
CHECK-ID NO... 9701151397
COLLECTION ALC. 12400001 PENALTY AMOUNT.. .00 .00 ADMIN COSTS PAID INTEREST PAID... .00 CLEAR, EXIT INQUIRY PF5 BILL RECORD PF7 PRIOR COLLECTION PF1 MENU SCREEN PF8 NEXT COLLECTION

Figure 14. Collection Record Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Bill Number System generated

The bill number for this collection.

Bill Date System generated

The bill date for this collection.

Coll Number System generated

The collection number. A certificate of deposit number if collection is cash or a

register number if the collection is through garnishment.

Coll Type System generated

The type of collection.

Coll Date System generated

The date of the collection.

Coll Amount System generated

The collected amount for this bill.

Penalty Amount System generated

If applicable, the penalty amount applied to this collection.

ABCO Main Menu

Admin Costs Paid System generated

If applicable, the administrative costs paid for this collection.

Interest Paid System generated

The interest paid on this collection.

Register Number System generated

The six-position register number that identifies the journal voucher used to

record the collection.

Register Type System generated

The code used to identify the journal voucher used for this collection.

Batch Type System generated

The batch used for this collection. See **Appendix D**.

Batch Number System generated

The batch number containing the collection record.

Date Processed System generated

The date the collection was processed.

Check-ID No System generated

The check identification number.

Collection ALC System generated

The agency location code specific to the OPAC collection.

After viewing the data, you may perform one of the following functions:

To exit ABCO, press [Clear].

• To return to the ABCO main menu, press [PF1].

• To access the bill record, press [PF5].

To access the prior record, press [PF7].

• To access the next record, press [PF8].

Viewing An Adjustment Record

The Adjustment Record screen (Figure 15) will be displayed. It shows data applicable to adjustments made to the corresponding bill number.

```
DATE 02/06/98
                                                                    TIME 09:47:38
                                  USDA-OFM-NFC
                     ADMINISTRATIVE BILLINGS AND COLLECTIONS
                               ADJUSTMENT RECORD
   BILL NUMBER..... 730330302
                                          BILL DATE..... 02 01 98
   ADJUSTMENT TYPE.. 99
                                          REGISTER NUMBER. 846036
                                          REGISTER TYPE... 0040
   COLL NUMBER.....
  COLL DATE..... 00/00/00 COLLECTION TYPE..
                                          BATCH NUMBER.... BILL
  SF5515 NUMBER....
SF5515 DATE.... 00/00/00
DR/CR INDICATOR.. 1
                                          BATCH TYPE.... X
                                          VOUCHER NO..... 00000
   PRINT-ADJ-IND.... Y
                                          CHECK-ID NO....
   PRINCIPAL AMOUNT.
                                    0.00
   PENALTY AMOUNT.....
                                          DATE PROCESSED.. 98/02/01
                                    0.00
                                    0.00
   ADMIN COST AMOUNT....
   INTEREST AMOUNT.....
                                    4.00
                                          ADJ TEXT.. LATE CHARGE ADJUSTMENT
               CLEAR, EXIT INQUIRY
                                             PF7 PRIOR ADJUSTMENT
               PF1
                     MENU SCREEN
                                             PF8 NEXT ADJUSTMENT
                                    PF5 BILL RECORD
```

Figure 15. Adjustment Record Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Bill Number System generated

The bill number for this record.

Bill Date System generated

The bill date for this adjustment.

Adjustment Type System generated

The type of adjustment. See **Appendix A**.

Coll Number System generated

The collection number. A certificate of deposit number if collection is cash or a

register number if the collection is through garnishment.

Coll Date System generated

The date of the collection.

Collection Type System generated

The type of collection.

SF5515 Number System generated

The number of the debit voucher specific to this collection.

3CO Main Menu

SF5515 Date System generated

The date of the transaction on a debit voucher.

DR/CR Indicator System generated

Indicates if the collection is a debit or credit to the receivable.

Print ADJ Ind System generated

Indicates if the reason for the adjustment should print on the bill.

Principal Amount System generated

The principal amount of the collection.

Penalty Amount System generated

If applicable, the penalty amount applied to this collection.

Admin Cost Amount System generated

If applicable, the administrative costs paid for this collection.

Interest Amount System generated

The interest paid on this collection.

Register Number System generated

The six-position register number that identifies the journal voucher used to

record the collection.

Register Type System generated

The code used to identify the journal voucher used for this collection.

Batch Number System generated

The batch number containing the collection record.

Batch Type System generated

The batch used for this collection. See **Appendix D**.

Voucher No System generated

The debit voucher number.

Check-ID No System generated

The check identification number specific to the payment for this collection.

Date Processed System generated

The date the collection was processed.

Adj Text System generated

Explains the reason for the adjustment.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press [Clear].
- To return to the ABCO main menu, press [PF1].
- To access the bill record, press [PF5].
- To access the prior record, press [PF7].
- To access the next record, press [PF8].

Employee Indebtedness (By Social Security Number)

Employee Indebtedness is Option 4 on the ABCO main menu (Figure 4). This option displays the Debtor Record for an ABCO billing. The screen lists all debts for an employee according to the bill number. You may also obtain this screen by selecting [PF9] on the Receivable Record.

The Employee Indebtedness screen (Figure 16) is displayed.

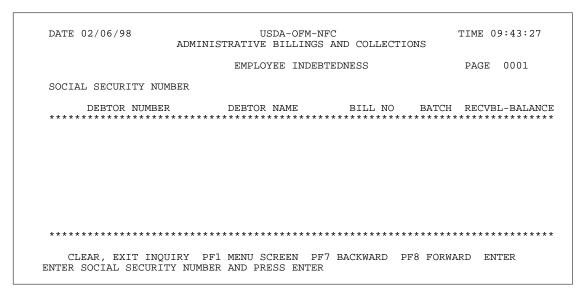


Figure 16. Employee Indebtedness Screen

ABCO Main Menu

The fields on the screen are system-generated and are explained below.

Page System generated

The current page on the employee indebtedness listing.

Social Security Number required, numeric; 9 positions

Key in the employee's social security number and press [Enter].

Data in the following fields will be system-generated. For detail explanations, see

the **Glossary**.

Debtor Number System generated

The debtor's number.

Debtor Name System generated

The debtor's name.

Bill No System generated

The bill number. To select a bill number, tab to the applicable number, key in S

in front of the debtor number and press [Enter]. The Receivable Record for this

bill number will be displayed.

Batch

The batch number containing this bill record.

Recybl-Balance System generated

The current receivable balance.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press [Clear].
- To return to the ABCO main menu, press [PF1].
- To move backward, press [PF7].
- To move forward, press [PF8].

Appendixes

- A. Adjustment Types
- B. Receipt Account Type Codes
- C. RRR Codes
- D. Batch Types
- E. Fee Type Codes

A. Adjustment Types

460 Batch Type A

Туре	Action
03	Receivable Adjustment (bill adjustment)
04	Receivable Adjustment (bill adjustment)
05	Bill Reversal
	Note: If a collection number and date is displayed, this is a collection adjustment.
06	Partial Write-Off
07	Full Write-Off

Collection (Batch Type I)

Type	Action
01	Reapplication (money transferred)
02	SF5515 (NSF)
03	SF5515 (bank service charge)
04	Reapply to BLCO
05	Internal use

B. Receipt Account Type Codes

Salary and Leave

- 01 Salary Overpayment
- 02 Duplicate Salary Payment
- 03 Lump Sum Overpayment
- 04 Lump Sum Overpayment
- 05 Recovery of Lump Sum Payment
- 06 Overdrawn Leave
- 07 Conversion of Paid Leave to LWOP
- 15 Major ADJP Over 15% of Disposable
- 16 Minor ADJP Less 15% of Disposable

Other Collections

- 34 Thrift Savings
- 40 Tax Levy
- 41 Travel aDvance
- 42 Property Lost, Destroyed, Stolen
- 43 Subsistence (Utilities)
- 44 Personnel Telephone Calls
- 45 Parking Fees
- 46 Recovery of Jury Duty Fees
- 47 Recovery of Moving Expenses
- Duplicate Payment of Savings Allotment to Savings Institution
- 49 Travel Overpayment

Miscellaneous

- 90 Other Types
- 91 Miscellaneous
- 93 Uniform Deductions
- 94 Military Service for CSRS
- 95 Civilian Retirement
- 96 Military Service for FERS

Salary Deduction

- 20 Adjustment Between FICA & RET
- 21 FEHB
- 22 FEGLI
- 23 Quarters (taxable)
- 24 Quarters (taxable)
- 25 Meals
- 26 Commissary
- 27 Child Support and Alimony

38

28	LWOP FEHB	
29	Credit Net Pay	
30	Bankruptcy	
31	Delinquent FMHA Loan	
33	Educational Loans	
Charitable Contributions		
81	Revocation of Authorization	
82	Change or Correction to Authorization	
83	New Authorization	

85 Transfer-In

87 Allotment Revocation

C. RRR Codes

RRR Code	Title
A	Revenue - Other
В	Refund - Other
С	Reimbursement - Other
E	Advance from Other
G	Advance to Grantees
J	Advance to Government
K	Advance to Public
0	Revenue - Government
1	Refund - Government
2	Reimbursement - Government
3	Advance from Government
4	Cash Donation
8	Sale of Assets
9	Advance to Contractors

D. Batch Types

Billings

- A 460 Receivable and Receivable Adjustment
- x Payroll System Generated

Collections

- B Voluntary Cash Collection
- c Cash Collection (Receivable Established)
- D Travel Advance (Cash)
- н SF1221
- Adjustments (Reapplications, NSF, etc.)
- J Refunds

1081 Collection

- A 1081 (Voluntary Collection)
- E SF1081 (Receivable Established)

1098 Collection

- A 1098 (Voluntary Collection)
- **G** Travel Advance
- F SF1098 (Receivable Established)

OPAC Collection

- A OPAC (Voluntary Collection)
- M OPAC (Receivable Established)

E. Fee Type Codes

Fee Type Codes

- Note: This code will be shown in the Bill Number and the Debtor Number fields.
- **BLA1** This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for FCC review of an attest audit your previously submitted tot he Commission. A copy of the bill should be attached to the payment to insure proper credit.
- This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for FCC review of an attest audit your previously submitted tot he Commission. A copy of the bill should be attached to the payment to insure proper credit. This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a field audit conducted by the FCC. A copy of this bill should be attached to the payment to insure proper credit.
- **CEL1** This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STA) in the Digital Electronic Message Service. A copy of the bill should be attached to the payment to insure proper credit.
- **CEM1** This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STA) in the Multichannel Distribution Service. A copy of the bill should be attached to the payment to insure proper credit.
- **CEP1** This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STA) in the-Point Microwave and Local Television Radio Service. A copy of the bill should be attached to the payment to insure proper credit.
- CGB1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STA) involving Mobile Satellite Earth Stations. A copy of the bill should be attached to the payment to insure proper credit.
- **CGH1** This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving Radio Determination Satellite Earth Stations. A copy of the bill should be attached to the payment to insure proper credit.
- CGS1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving Small Transmit/Receive Earth Stations. A copy of the bill should be attached to the payment to insure proper credit.
- CGV1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving Very Small Aperture Terminal (VSAT) System. A copy of the bill should be attached to the payment to insure proper credit.
- CGX1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving Fixed Satellite Transmit/Receiver Earth Stations. A copy of the bill should be attached to the payment to insure proper credit.
- CKN1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) in the International Fixed Radio Service. A copy of the bill should be attached to the payment to insure proper credit.
- CLC1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving a Cellular System. A copy of the bill should be attached to the payment to insure proper credit.
- CLD1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) in the Domestic Public Land Mobile Service. A copy of the bill should be attached to the payment to insure proper credit.

Fee Type Codes

- CLF1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) in the Offshore Radio Service. A copy of the bill should be attached to the payment to insure proper credit.
- CLR1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) in the Rural Radio Service. A copy of the bill should be attached to the payment to insure proper credit.
- **CLY1** This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving Space Stations. A copy of the bill should be attached to the payment to insure proper credit.
- CUT1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving Section 214 Applications. A copy of the bill should be attached to the payment to insure proper credit.
- EAR1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for granting of a Special Temporary Authorization (STAT) in the Experimental Radio Service pursuant to Part 5, Section 5.56 of the FCC rules. A copy of the bill should be attached to the payment to insure proper credit.
- **FAR1** This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for radio operator license examination fee or a license renewal fee. A copy of the bill should be attached to the payment to insure proper credit.
- **FBS1** This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for a grant of a temporary waiver of annual inspection of your vessel that was made at your request. A copy of the bill should be attached to the payment to insure proper credit.
- FCS1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for vessel inspection made by FCC inspectors for the purpose of insuring compliance with the requirements of Title III, Part III of the Communications Act and for the issuance of the required safety certificate. A copy of the bill should be attached to the payment to insure proper credit.
- FDS1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for vessel inspection made by FCC inspectors for the purpose of insuring compliance with the requirements of the Great Lakes Agreement and for the issuance of the required safety certificate. A copy of the bill should be attached to the payment to insure proper credit.
- **FES1** This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for vessel inspection made by FCC inspectors for the purpose of insuring compliance with the requirements of the Safety of Life at Sea Convention (SOLAS) and for the issuance of the required safety certificate. A copy of the bill should be attached to the payment to insure proper credit.
- **FFS1** This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for vessel inspection made by FCC inspectors for the purpose of insuring compliance with the requirements for Title III, Part II of the Communications Act and for the issuance of the required safety certificate. A copy of the bill should be attached to the payment to insure proper credit.
- TAT1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, you have failed to fully pay an administrative fee billed previously in connection with international telecommunications charges incurred by or attributed to you in the maritime mobile or maritime mobile-satellite radio services. If this bill is not paid in full by the due date, unilateral action may be taken to prohibit you from utilizing the Commission as your Accounting Authority for future settlements of international maritime accounts. A copy of the bill should be attached to the payment to insure proper credit.
- MGA1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your auxiliary station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.

Fee Type Codes

- MGC1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to install and operate new equipment or to operate licensed equipment and manner different from the authorized in your CARS station license. A copy of the bill should be attached to the payment to insure proper credit.
- MGD1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your Direct Broadcast Stateliest station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.
- MGF1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your broadcast station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.
- MGL1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your broadcast station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.
- MGN1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your international station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.
- MGR1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your radio station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.
- MGT1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your television station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.
- This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your application pending on the SMR waiting list for which an annual fee is due to remain on the list. If this bill is not paid in full, your application will be dismissed and deleted from the List. A copy of the bill should be attached to the payment to insure proper credit.
- This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for the granting of Special Temporary Authorization (STA) in the Land Mobile Radio Service. A copy of the bill should be attached to the payment to insure proper credit.
- **PAL3** This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for the granting of Special Temporary Authorization (STA) in the General Mobile Radio Service. A copy of the bill should be attached to the payment to insure proper credit.
- PAQ1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for the granting of Special Temporary Authorization (STA) in the Private Microwave Radio Service. A copy of the bill should be attached to the payment to insure proper credit.
- PCM1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for the granting of Special Temporary Authorization (STA) in the Marine Coast Radio Service. A copy of the bill should be attached to the payment to insure proper credit.
- PCV1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for the granting of Special Temporary Authorization (STA) in the Aviation Ground Radio Service. A copy of the bill should be attached to the payment to insure proper credit.

Glossar

Glossary

Acct Cls The accounting classification is used to DR/CR the appropriate accounting.

DR Debit
CR Credit

Acct Dist The accounting classification is used to show where the accounting data was

applied and to show where the estimated receivable/collections should be

distributed. This field will be used if the estimate indicator = yes.

Acct Sta The accounting station is an internal accountable agency identifier used in

processing by NFC.

Acctng Type (type) The accounting types are listed as follows:

1 administrative charges

2 penalty interest

3 accrued interest

4 principal

Adjustment: Text/ADJ Text

Used to explain the reason for these adjustment.

460 types:

o3 receivable adjustment

04 receivable adjustment

os bill reversal (cancelled or deleted bill)

oe partial write-off

07 full Write-off

Collection Adjustments:

01 = reapplication (money transferred)

02 02 = SF5515 (NSF)

03 = SF5515 (bank service charge)

 $05 05 = NFC ext{ use only}$

System-generated type:

on reapplication (money transferred)

02 SF5515 (NSF)

03 SF5515 (bank service charge)

05 NFC use only

Admin Cost Amount

An administrative cost amount represents additional charges instituted by NFC for special debt collection procedures. For example, this fee may be charged for processing delinquent bills.

Admin Cost Paid These are administration costs collected due to charges invoked by the agency

owed.

Admin Code (AGCY) Two-digit code used to identify the debtor's agency.

ALC Number The agency location code is used to identify the remitting party in the OPAC

collection process.

Amt Credit Adj

The amount credit adjustment is indicated on the bill record. It shows the total

credit adjustment for the billing cycle.

Note: On the adjustment receivable, the DR/CR indicator will equal.

Amt Dr Adj Principal The amount debit adjustment principal indicates a collection amount withdrawn

from the account or an additional receivable amount.

Note: On the adjustment record, the the DR/CR indicator will equal 1.

Amt Dr Adj Not Prin

The amount debit adjustment not principal shows an amount added to the

account (e.g., interest, penalty, administrative costs).

Amount Past Due The amount past due is computed as follows:

prior balance

- collected amount
- amount cr. adj.

amount past due

- + DR adj. prin.
- + amt. DR not prin.

billed amount

ARB PROC For NFC use. Arbitrary Processing field indicator.

Batch Number For NFC use. Used to locate the receivable, collection, or adjustment document.

Batch Type Refer to Appendix E for the listing of batch types.

Bill Aging Date

The initial date of the receivable which is also used in calculating the

delinquency.

Bill Amount The bill amount for each accounting classification line.

Glossary

Bill Amount

The bill amount is computed as follows:

prior bill

- collected amount
- amount CR. adj.

past due amount

- + DR adj. prin.
- + amt. DR not prin.

billed amount

Bill Number

The 9-position number that identifies a system-generated salary bill (FEHB-LWOP). For example:

Position 1 the billing year

Position 2-3 the pay period the adjustment was processed.

Position 4 the bill was a salary adjustment

or

the bill was a FEHB bill.

Billing Continuity Indicator (BILL)

Used to indicate how many bills are to be sent to the debtor. Three bills are normally sent if separate; one bill is sent if employed.

Note: If this bill was system generated, the indicator number will be blank.

Billing date

The date the bill is sent to the debtor. The billing dates are as follows: 1st, 8th,

16th, and 24th of each month.

Bill Freq

Used to indicate the bill frequency.

Charge Interest Indicator (INT)

Used to indicate if interest is to be charged.

Charge Penalty Indicator

(PEN)

Used to indicate if penalty interest is to be charged.

CHG REF

Charge reference is used for those employees in FEHB non-pay status. It is represented by the year and pay period (YYPP).

Check-ID No.

The check identification number is used for collection purpose in locating the payment (e.g., check, garnishments, SF1081, etc). For example,

YYMMDDXXXX

Position 1-2 the check year

Position 3-4 month

Position 5-6 day

Position 7-10 last four digits of the check number

Claim Date and Claim IND

The date the account was established in the NFC data base or the data the receivable was moved to claims. It is represented by the claim indicator (Y or N).

Y claims date

N date account was established in the NFC data data base.

Claim Date

The number is manually assigned to a claim record.

Coll Amount

The collected amount distributed to each accounting classification line.

Coll. Cntl. Date/ Coll. Date

The SF-215 (Certificate of Deposit) date. MM/DD/YY

Coll. Cntl. NO./Coll. Numver/ Control Number

The SF-215 number. The collection control number is used to identify a collection record. It may be represented as a certificate of deposit number (SF-215 number) if the payment was by cash (check) or a register number if it was through garnishment. For example, 9BA (agriculture) or 9BN (other) = payroll system collection or 9E - manual pay collection.

Note: Garnishments will be identified with a "B" or "E" in the 2nd position; otherwise, the collection type will be all numeric.

Coll Type

Identifies the type of collection.

- 1 Cash Collection
- 2 1081
- 3 1098
- 4 Sibac
- 5 Garnishment/Salary Deduction
- 6 SF-1221
- 7 OPAC Collection

Current Charges

These charges are applied to the first bill. If the bill is issued on Form 631 (Administrative Bill for Collection); the charges are indicated in the field for current charges, thereafter, the charges will be displayed under prior charges.

Date/Time Processed

Used to indicate the date and time the record was processed and recorded in the NFC data base.

Debtor Name/Address

Required for first time billing. It is used when the receivable has been moved to the NFC NFC history file.

Glossary

Debtor Number

Position 1-2 department code

Position 3-18 Used to identify debtor. For example, the social security

number, vendor or carrier ID, etc.

Position 19-20 System code, which is used to identify the system in which

the payment was originally processed. For example, System

Code 91 = salary related bill and System Code 92 - miscellaneous bill, including ADJP and FEHB.

Debtor Type Used to distinguish employee and commercial debts.

Description Gives a full explanation of the charges billed, including any computations used

in determining the amount due. Used for billing description.

Dosmestic Address Indicator

Used to indicate if the debtor address is domestic or foreign. If blank, defaults to "Yes".

Dr-Cr Indicator

For the 460 documents:

debit bill

2 credit bill

For the collection document:

1 debit account

2 credit account

Estimate Indicator (EST) Used to indicate an estimation of the amount billed. The collection received is

used as a final payment and the receivable will be adjusted to the collection amount to ensure clearance in the system. If blank, the system defaults to "No".

Extended Amount The amount of FEHB premium for the indicated pay period.

FY Fiscal year.

Gar Maj/Min Used for system-generated payroll indebtedness. Identifies the Receipt Account

(RA) type. Indicates if the indebtedness is major or minor and if the debtor is

separated or deceased.

For example:

1 minor indebtedness

2 major indebtedness

3 separated employee

4 deceased employee

5 separated through default

Garnish PP-Amount

Used when the collection is to be deducted from an employee's pay.

Government Indicator

Used to identify the debtor as Government or non-Government.

y Government

non-Government

Interest Amount

Interest accrued resulting from collected adjustment. Interest is charged according to the bill aging date and is charged every month until it is collected in full.

Interest Paid

The amount of collection applied to interest.

Interest Rate

The Rate of Interest charged to the receivable.

Involun Proc

Indicates if the debtor agree to a voluntary salary deduction or salary offset was necessary for collection of the debt.

Last Payment Date

MM/DD/YY identifies the month, day, and year the last collection was posted in the system. Synonymous with the collection process date.

LWOP-ACT Duty

For NFC use. Indicates if the employee remains on LWOP or returned to active duty.

Method of Payment (MOP)

Used to indicate the expected means of payment.

- 1 cash
- 2 SF-1081
- 3 SF-1098
- 4 Sibac
- 5 Garnishment/Salary Deduction
- 6 SF-1221
- 7 OPAC Collection

MINC Interface (MINC)

Used to indicate if Miscellaneous Income - SF-1099 (MINC) interface is needed. If blank, defaults to no.

Glossary

OBJ Class The object classification code is used for accounting proposes and defines the

type of collection or receivable.

Online Batch For NFC use. Indicates if the receivable record was changed by an online or

batch program.

Payment Reference For NFC use. Tells why the bill was generated. If the payment reference number

includes a "Y", the position of the "Y" is the principal indicator of the type of

bill. For example:

For an ADJP bill:

"Y" in position 1 Corrective T&A

"Y" in position 2 Supplemental T&A

"Y" in position 3 Corrected or Late Payroll Personnel action.

"Y" in position 4 NFC 29 adjustment was done

For an FEHB bill:

Positions 1-2 debtor's agency

Positions 3-16 T&A contact point

Positions 17-18 debtor's agency

Positions 19-22 billing pay period

Payroll Reason Indicates the receivable was generated due to a payroll system action (e.g.,

(FEHB or ADJP).

Penalty Amount An additional charge/cost paid by the vendor or separated employee for late

payment. It is charged at a rate of 6 percent a year.

Note: Penalties are not posted on installment debts for employees.

Print - ADJ INDThe print adjustment indicator is used for supplemental billings to indicate if the

adjustment (e.g., change of accounting) is to be printed on the bill. It is

indicated by Y or N.

Principal Amount The amount of the original debt before additional costs (e.g., interest,

administrative cost, penalty, etc.) were applied.

RA Type The receipt account type is a code used to indicate the reason for collection.

Refer to Appendix C.

Recvbl SRC Ind For NFC use. Indicates what program stored the receivable record on the data

base.

Register Number For NFC use. The 6-digit number is used for the journal voucher (JV)

accounting control.

Register Type For NFC use. The type of JV's used are 40, 44, 45, 50, and 51.

40 Receivables or Receivable Adjustments

44 Claim Receivable

45 Write-Off

50 Voluntary Cash Collection

Voluntary Collection (used for SF-1081 and SF-1098)

1047 Refund of Collection

5515 Debit Voucher/NSF Check

RRR Code Used to identify the revenue, refund, or reimbursement code which determines

the classification of the transaction in the general ledger for reporting purposes.

Refer to Appendix D.

RRR Modifier For NFC use. Used to further break down the RRR Code.

SF-1080 Indicator (SF) Used to identify if the bill should be an SF-1080 billing. If blank, the system

defaults to "No".

SF5515 Used to indicate transactions (e.g., NSF check or bank service charge) on a

Number DR voucher from the bank.

SF5515 Date The date of the transactions on a DR voucher from the bank.

SRC Processed Used as a source indicator for FEHB-LWOP. This date is used to indicate when

the file was updated in the NFC data base.

Status Code: This code indicates the status of the pending receivable.

▶HO Agency request copy of the bill/Agency request time to review bill

HR Employee request a hearing

WA Waiver pending

FH Inquiry FEHB bill waiting on information from OWCP

wz Debt is not settled, agency does not wish to deduct

IQ Inquiry is researching bill

NF Inquiry requesting copy of check (Recerts only)

CA Cancel ADJP bill

Glossary

FE Cancel FEHB bill

wo Write-Off - forwarded to Claims Section

WP Waiver Approved - money will not deduct from final salary ◀

Status Date: The date of the last status on the receivable.

SRC Acronym For NFC Use. Indicates the system responsible for establishing the receivable

(e.g., ABCO, Payroll, etc).

Tape Bill Ind For NFC Use. Indicates if collection monies were transferred from the IPAC

system tape to Treasury.

Note: The method of payment would be IPAC.

TREA CAT Used for accounting proposes. The treasury category is used to explain the

treasury symbol. For example, WC = Working Capital Fund.

TREA SYM Used for accounting proposes. The treasury symbol is generated when

validating the accounting classification.

Update REF SystemThis field is used as an reference to indicate the date and time of the latest

online update or manual adjustment.

W2 Interface Indicator

(W2)

Used to indicate if the W2 interface is needed. If blank, the system defaults to

No.

YYPP To Garn

Used to indicate the first pay period for garnishment. The garnishment may

begin any pay period thereafter.

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